



HRO-13-06  
15 June 2013

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## Technician Personnel

### Technician Branch Staff:

#### **Technician Branch Manager**

#### **Classification/Manpower**

#### **Recruitment, Staffing & Pay Benefits & Services**

#### **Technician Training /Travel**

MAJ Edwin Davis	x8414
SMSgt Deb Burling	x8187
OC Jessica Pan	x8182
Ms. Denise Anderson	x8177
Ms. Deb Tankesley	x8173
MSgt Jody Kouma	x8190
SSG Christine Braun	x8179
SPC Amanda Almanza	x8197
Ms. Diane Voichoski	x8184
SGT Michelle Berry	x8185

**UPDATED – HRO website:** <http://ne.ng.mil/ArmyGuard/Pages/TechnicianBranch.aspx>

**Welcome:** SPC Amanda Almanza to the HRO Technician Branch as an HR Assistant with the Benefits and Services area. Her contact e-mail is [Amanda.l.almanza.mil@mail.mil](mailto:Amanda.l.almanza.mil@mail.mil) or (402) 309-8197.

### Federal Length of Service Awards (JUN):

Technicians become eligible for recognition when they complete ten (10) years of creditable Federal service. Creditable service includes all service used in establishing the technician's leave service computation date which includes active duty military and temporary federal employment. This award is presented in five (5) year increments.

10 Years:	Andrew Collins (ARNG)
	Lucas Brown (ANG)
20 Years:	John Wolfe (ANG)
30 Years:	Eugene Koelzer (ANG)

**Federal Employee Retirements:** None

### Verification of Employment:

Need verification of hire date or salary for home loans, car loans or other financial purposes?

- Log into MyBiz
- Select "Employment Verification"
- Selection information to send
- Enter the loan officer or lender's e-mail address
- Verify your e-mail address is correct in "My E-mail"
- You can print a copy of the receipt document reflecting the information being submitted. Acknowledge and submit. Confirmation will be received.
- Access your e-mail to retrieve the system generated password. This password must be forwarded to the loan officer or lender to open the password protected document.

### Military Deposits!!:

Notice from Civilian Personnel, Office of Personnel Management (OPM) and DFAS:

Employees who are anticipating resignation or retirement in the near future who have unpaid military service deposits there is a change in procedure which may impact the ability to make payment for credit. Military service deposits must now be paid in full and posted at DFAS prior to the date of separation.

In the past, employees were allowed to make payment for military service up to the date of resignation/retirement. The deposit must now be paid in full prior to the date of separation or retirement.

Processing time for Military Service Deposits is approximately 120-180 days for the lump sum payment to be posted at DFAS. The timeframe is largely dependent upon volume of requests and could be longer depending on number of cases in process at a given time. Technicians anticipating retirement in the next 6 months who wish to pay their military deposit should initiate the process immediately.

### **Benefit Changes:**

Areas that need review upon marriage, divorce, birth of a child or other Qualifying Life Events (QLE).

FEHB, FEGLI and TSP changes are accomplished on EBIS – [www.abc.army.mil](http://www.abc.army.mil)

Federal Employees Health Benefits (FEHB): Sign up or plan changes for New Hires, Open Seasons, Qualifying Life Event (QLE) or Return to Duty (RTD) from military duty over 30 days.

Federal Employees Group Life Insurance (FEGLI): Sign up for New Hires or changes due to QLE's.

Thrift Savings Program (TSP): Sign up or change allotment amount deducted from bi-weekly pay. Option changes for Traditional or Roth.

Information on EBIS or OPM - [www.opm.gov/healthcare-insurance/](http://www.opm.gov/healthcare-insurance/) and TSP [www.tsp.gov](http://www.tsp.gov)

### **Child Incapable of Self-Support (FEHB)**

A child age 26 or over may be considered incapable of self-support only if his/her physical or mental disability is expected to continue for at least one year and, because of the disability, he/she isn't capable of working at a self-supporting job.

HR is responsible for determining whether a dependent child age 26 or over is incapable of self-support because of a mental or physical disability that began before age 26 and thus notifying the employee's insurance carrier of its determination to continue coverage. Paperwork from the agency and the child's doctor must be submitted no more than 60 days before the child reaches age 26. There are some medical conditions to where the employing office or health benefits carrier can automatically extend health coverage upon receipt of required documents.

For specific information and guidance, please contact the Benefits-Services section.

### **Technician Travel & Training**

#### **Substantiating Records - ARNG:**

Please upload your Letter of Instruction (LOI)/Memorandum of Instruction (MOI) to the Substantiating Records area in your DTS authorization.

#### **PEC Course: NGRM-101, Intro to ARNG Resource Management**

This course is scheduled for 23-25 July 2013 at Camp Ashland, NE. Registration POC is CSM Wilfred Uhing (402) 309-8305 ([wilfred.j.uhing.mil@mail.mil](mailto:wilfred.j.uhing.mil@mail.mil)).

**Fiscal Law Course training certificates:** This is a reminder to keep your Fiscal Law Course completion certificates. Not all Fiscal Law Course attendance is recorded in ATRRS so it is critical that you maintain your own records of training completion.

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### **Human Resources Information Systems (HRSIS)**

#### **HRSIS Staff**

SMSgt Mike Courtney – HRSIS Manager – x8189

SGT Michelle Berry – HR Assistant – x8185

## **My Workplace and PAA**

If you are a new Supervisor of Technicians and don't see a My Workplace link on the DCPDS Portal page, please contact SMSgt Courtney or SGT Berry. We will check to ensure you are coded correctly in the system. This new responsibility takes a couple of days to appear once you are coded as a supervisor in DCPDS, so your patience is appreciated.

PAA – (Performance Appraisal Application): if you are a new supervisor of Technicians, please check to ensure you can see all of the Technician employees you supervise within My Workplace. If you don't see those you need or see other Technicians, please contact us and we will help sort it out for you.

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## **State Personnel**

### **HRO-SP Staff**

<b>HR Manager</b>	Ms. Kari Foote	x8172
<b>HR Assistant/Benefits</b>	Mr. Tim Diedrichsen	x8180
<b>HR Assistant/Payroll</b>	Ms. Jessie Bockelman	x8178

### **Retirement Account Beneficiary Designations**

It's a good idea to check every so often that you have current beneficiaries on file with the Nebraska Public Employees Retirement System (NPERS) office. You want to be sure that, in the event of your death, the money in your retirement account is going to the correct person. If no beneficiaries are chosen there could be an extra cost for children or spouses because account balances may need to go through the probate process. If you're not sure if you have current beneficiaries or any beneficiaries on file with NPERS, give them a call at 402-471-2053 (toll free at 1-800-245-5712).

In order to establish or change beneficiaries you'll need to complete a form. You can get the Beneficiary Designation form from NPERS website: [www.npers.ne.gov](http://www.npers.ne.gov) (look under Forms – Under Member Info – along the left side), request one from the Retirement office or Human Resources could print one out for you. Complete the form and then go to a notary and sign the form in their presence. Once the form is completed and notarized, mail it to the NPERS address at the top right-hand corner of the form. You could also drop the form off in person at their office. If you mail the form you should call them five to ten days after mailing it to confirm they have the form on file.

### **Absence From Work - NOTIFY HR**

#### **Please include all HR staff in any Leave of Absence e-mail notifications.**

Every available type of authorized leave is established for State employees by Nebraska Classified System Personnel Rules, Chapter 10, or the NAPE Labor Contract, Article 14.

#### ***Leaves must be requested and approved in advance. See the Labor Contract:***

Article 14.6 Vacation leave should be applied for in advance by the employee and may be used only when approved...

Article 14.12 Sick leave shall be requested in advance when possible. ... In the case of illness, injury, emergency or any other absence not approved in advance, the employee should inform the first level of supervision ... as soon as possible.

Article 14.16.4 A minimum of 30 days notice to the Agency must be provided by the employee before he or she may use Family Leave. Where 30 days notice is not foreseeable, notice must be given as early as possible.

Leave should be preauthorized through an employee's supervisor. Any substantiating evidence required for leaves such as sick leave, family leave, and other types of leave, should be submitted to the supervisor for approval with the TAG-NE Form 10. Under unusual or unforeseen circumstances, leave may be requested and approved verbally either in person or by telephone; in such cases the Form 10 should be submitted as soon as possible but no later than the first work day when the employee returns to work.

Leave of Absence (leave without pay), and Advancement of Sick or Vacation Leave require the approval of the Agency Head or his/her Designee. These cannot be approved by the immediate supervisor. They must be requested sufficiently in advance that approval can be received prior to the beginning of the leave. **Forward a memo, (this can be an email) with the dates and reason why the leave is needed, to the Human Resources Office** to get the signature of the Agency Head or Designee.

Use of vacation leave and compensatory time off may not be unreasonably denied or deferred. However, request and approval in advance may be required to provide sufficient time for work planning and scheduling. Proper request, approval and documentation of authorized leave are serious issues. Please call one of the staff at the Human Resources office if you have any questions or need any assistance on how to submit leave requests. **It is especially important for employees to contact human resources before a period of leave without pay so insurance premiums can be adjusted or necessary computer entries (into EWC) can be completed.**

## Review Leave Balances

Employees should review their leave balances to be sure they are not using more than their available balance and look at the publications noted below to be familiar with what leave earnings are to be per service year and per pay period. Leave earnings per service year (in hours) are available at: <http://nlcs1.nlc.state.ne.us/epubs/P2000/T002-201315.pdf> (section 14.5 of the Labor Contract for union employees) or at: [http://www.das.state.ne.us/personnel/nerules/rules\\_final\\_with\\_cover.pdf](http://www.das.state.ne.us/personnel/nerules/rules_final_with_cover.pdf) (Chapter 10 of the Classified System Personnel Rules for supervisors, management level and other employees)

Annual leave earnings totals (in hours) are divided by 26 and rounded up to the next hundredth (even if decimal amount is less than .xx5) to arrive at the earnings rate for each pay period. On the last paycheck of the calendar year, the earnings amount for that pay period could be less than what it was for all the other pay periods in a **full calendar year**. Employees will generally see this in their first **full** four or five calendar years and when they have hit the maximum earnings rate. Earnings rates change, if applicable, in the pay period where the month and day of the employee's adjusted service date fall.

Employees can view their leave balances by clicking the leave balances link in the screen where timecards are entered or by going into the LINK website ( [www.link.ne.gov](http://www.link.ne.gov) ) and clicking on the Review Leave Balances link in the lower left-hand corner. Employees can also check their pay stubs for vacation and sick balances. Please note that you will not see a comp balance on check stubs. The number that appears on check stubs, in the YTD Amount column, out to the right of the word COMP is **not** a Comp balance. Remember there is a ten (10) day lag between the last day of the pay period (Sunday) and the check date (Wednesday).

If you don't have access to a computer and you need a printed check stub please call the Human Resources office and we can help you.

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## AGR Personnel

### Army and Air:

The AGR Office Staff:

**LTC Brent Flachsbart, AGR Manager (402) 309-8174**

**SFC Jacob Widhalm, Human Resources Assistant, (402) 309-8186**

- Army Staffing- vacancy announcements, SF 52
- Mob Aug/ADOS packet review
- Initial Tour Continuation Boards
- Air Vacancy Announcements, SF 52
- FTSMCS Leave Administrator

**SFC Roger Ramos, Personnel Sergeant, (402) 309-8183**

- Army Separations and Retirements
- AGR Travel (DTS)
- AGR Mobilizations
- AGR PCS Manager
- Career Status Bonus Manager

**SSG Amber Engelman, Personnel Services Sergeant, (402) 309-8181**

- Air staffing and AROWS Orders
- FTE Orders and Tracking
- Army Appointment and Reassignments
- AGR Pay and Entitlement Issues
- Air AGR Appointments and Reassignments
- Good Conduct Medals
- Air Occasional AGRs

**Transition Assistance Advisor:** If you are planning to retire or resign from the AGR program, contact Bonnie Bessler at (402) 309-1543, [bonnie.bessler@us.army.mil](mailto:bonnie.bessler@us.army.mil). Bonnie serves as our Transition Assistance Advisor and provides vital assistance and guidance on future VA benefits, programs and medical claims you may qualify for. This service is open to ALL military personnel regardless of branch of service, active or reserve.

**Leave Carryover:** The 75 Day Leave Carryover is extended to 30 September 2015. Visit the following web site for more information: [https://ngnec2-moss1/Directorates/J1/AGR%20Branch/Leave/ALARACT\\_022\\_2013\\_ANNOUNCEMENT%20OF%20EXTENSION%20OF%20THE%2075%20DAY%20LEAVE%20CARRY%20OVER%20THROUGH%2030%20SEPTEMBER%202015.pdf](https://ngnec2-moss1/Directorates/J1/AGR%20Branch/Leave/ALARACT_022_2013_ANNOUNCEMENT%20OF%20EXTENSION%20OF%20THE%2075%20DAY%20LEAVE%20CARRY%20OVER%20THROUGH%2030%20SEPTEMBER%202015.pdf)

**Paternity Leave:** The policy concerning Paternity Permissive is: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/Paternity%20Leave%20Policy.pdf>

**Child Care Fee Assistance:** The Childcare Subsidy Benefit Program: Used to assist any active duty personnel with childcare costs by providing payments directly to federal childcare centers located throughout the United States. Direct questions on eligibility and application for the subsidy should be addressed to the GSA Heartland Finance Center at (816) 823-4578 or via email: [army.childcare@gsa.gov](mailto:army.childcare@gsa.gov). Childcare providers should contact GSA's External Services Division for a complete application package and information regarding participation in The Air Childcare Subsidy Benefit Program.

**BAH for Deployed Soldiers:** Effective 3 April 2013, when an AGR is mobilized for active duty other than AGR duty without a break in service, the member's BAH/OHA is based on the PDS and rate protected. The change requires Basic Allowance for Housing (BAH) to remain at the Permanent Duty Station (PDS) rate when a Soldier transitions from Active Guard Reserve (AGR) to active duty, without a break in service. AGR Soldiers mobilized prior to 3 April 2013 and receiving BAH/OHA based on primary residence will continue to receive this rate until they transition back to AGR duty.

## **Army:**

**Leave Tracking System** – When you move duty positions to another organization, please log into the leave tracking system and go to my account. Once there, scroll down and select the drop down next to change user group to update your organization. This will change your approving officials for your leave requests.

**Reassignments:** - AGR's need to complete DA5960's when reassigned to a new duty location. This will and does affect BAH Rates and Soldiers will incur debts from BAH changes.

**DTS** – All Soldiers need to upload the MOI/LOI into their DTS Authorization request. This includes in-state conferences and training events. Also AGR's need to submit travel requests in a timely manner. Do not wait until the last minute to submit when there are multiple levels of review/approval to include CTO. It is the Soldiers responsibility to make contact with Carlson Travel and ensure their flights/entitlements are reserved and contracted. Battalions and MSC's need to ensure GSA/NTV's are utilized.

**Pay and Entitlement Documents** – The following documents are required to be sent thru HRO for processing on all AGRs: Promotion orders, special pay orders, allotments, CSB Redux, DA Form 5960 (BAH), SF 1199, W4, DA 4187 (Selling leave, meal collection, confinement and sick-in-hospital for more than one day), DA Form 4836 Extensions.

**ADOS/Mob Augmentee** – All Soldiers coming on ADOS tours greater than 30 days need to in-process with SSG Engelman. Call to set up an appointment. Females need to have a pregnancy test completed with Med Det no sooner than 15 days prior to the start date of orders.

**Meal collection via 4187** – If you are attending a School or Annual Training where meals are available, you need to complete a 4187 collecting your BAS for the period that meals were available. This 4187 needs to be sent to HRO and we will send to pay for processing.

**OCONUS** – If you are going OCONUS, please let HRO know ASAP so we complete the OCONUS orders process. We need to know about your travel OCONUS NLT two weeks before traveling.

**PCS** – If you are completing a PCS move, you will need to coordinate with HRO and the Offutt TMO to complete this process.

**DD 214** – These need to be electronically signed. You must coordinate with HRO to complete this with SFC Ramos.

## **Air:**

**TRIWEST Online Referral / Authorization Submission:** All registered providers on the secure provider portal at [www.triwest.com](http://www.triwest.com) now have the ability to submit referrals / authorizations online. In most cases, the online requests, complete with a status available to the referring provider, the servicing provider, and the TRICARE beneficiary occur immediately. To take advantage of this and other benefits, you must become a registered user of the secure provider portal. Just go to the "Register Now" section on the [www.triwest.com/provider](http://www.triwest.com/provider) to sign up to enjoy the following benefits. **Temporary AGR** employees must keep their CAC and all dependents ID cards current. Maintaining current CAC keeps DEERS enrollment and ensures medical / dental benefits are not interrupted. POC is SFC Effle, (402) 309-1572.

**Active Duty Dental Program:** Effective 1 August 2009, the Active Duty Dental Program insurance is United Concordia. United Concordia was awarded the contract to oversee ALL Active Duty Dental Services. Your care no longer goes through MMSO, but rather, DIRECTLY through UCCI Dental. The website: [www.addp-ucci.com](http://www.addp-ucci.com) further explains how to utilize the program. POC is SFC Whisenhunt, (402) 309-1572.

**TriCare Dental Program:** MetLife's contract to administer the TDP began 01May2012. Until that time claims should be processed through United Concordia as they have in the past. Providers should be sent information, by MetLife, as to what will they will need to do to file claims during the



transition. As with United Concordia, the filing of claims is the network provider's responsibility, not the SMs.

The transition to MetLife will only affect Traditional SMs, family members and AGR family members enrolled in the TRICARE Dental Program. SMs (AGRs) in the Active Duty Dental Program (ADDP) will not be affected as United Concordia will continue to administer the ADDP.

The State Medical Benefits Officer is 2LT Nicholas Curto and can be reached at 402-309-1738 or [Nicholas.curto@us.army.mil](mailto:Nicholas.curto@us.army.mil) for further questions and information.

**AGR Dental Updates in DDS Web:** Message from Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager, NGB/SGPR Office of the Air Surgeon. POC is LtCol Mary Mild, (402) 309-1496.

I have been getting several phone calls and e-mails in regards to the AGR's civilian exams being updated into DDS Web. The AGR's at remote bases (ANG members living outside of the 50 mile catchment area of an AD MTF/DTF) should be bringing in an SF 603 from their civilian dentist (AFI 47-101, 5.4.1.2) and this is considered a military exam through their ADDP (Active Duty Dental Plan) provider. So, even though they are seeing a civilian dentist, it is considered their Military Dental Exam.

AGR's are entitled to benefits that include care and treatment that we should be monitoring and have a complete medical and dental chart on all AGR members ensuring that they are deployable. Also, I know the AFI states to give a member the SF 603 prior to them going to see their civilian dentist, but we know that our members go directly to see their providers and let us know once they return. Please have your members get a copy of the dental treatment for each visit from their providers and either fax, e-mail, or hand walk into your clinics. This way, your dental clinic will have a complete dental record on all of your AGR members.

Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager  
NGB/SGPR Office of the Air Surgeon 3500 Fetchet Ave Andrews AFB, MD. 20762  
DSN: 278-8567, COMM: 301 836-8567, [cynthia.adams@ang.af.mil](mailto:cynthia.adams@ang.af.mil)

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### **Equal Employment Office/Diversity/Organizational Development**

*(Point of contact for the following information is LaVonne Rosenthal, 309-8111.)*

#### **NSTR**

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